

<b>CHRIST'S CHURCH</b> OF THE VALLEY	Management System – Operating Procedure	
	OP7001 Wedding Process	Revision: B
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## Approval

Originator	Reviewer	Approver
Terri Stone	Frank Chiapperino	Kevin Stone

## Revision History

Rev.	Date	Originator	Summary of Changes
A	3/15/05	Terri Stone	Initial Release
B	7/11/05	Kevin Stone	Added Wedding Planning and Typical Wedding Ceremony Example forms.

### 1. Purpose

The purpose of this operating procedure is to establish and communicate the process for requesting, planning, performing, and evaluating wedding ceremonies at Christ's Church of the Valley (CCV).

### 2. Scope

The wedding operating procedure should be used to process any request to have a ministry leader at CCV perform a wedding ceremony. The process begins with the completion of a request form and ends with an evaluation of the process by the wedding participants.

### 3. Responsibility

As with all procedures and other documentation contained in the Management System, it is the responsibility of all Ministry Area Leaders to ensure the details of this process are known and followed by all CCV paid staff and ministry area volunteers. The primary responsibility for this process rests with the Director of Adult Ministries.

### 4. Definitions

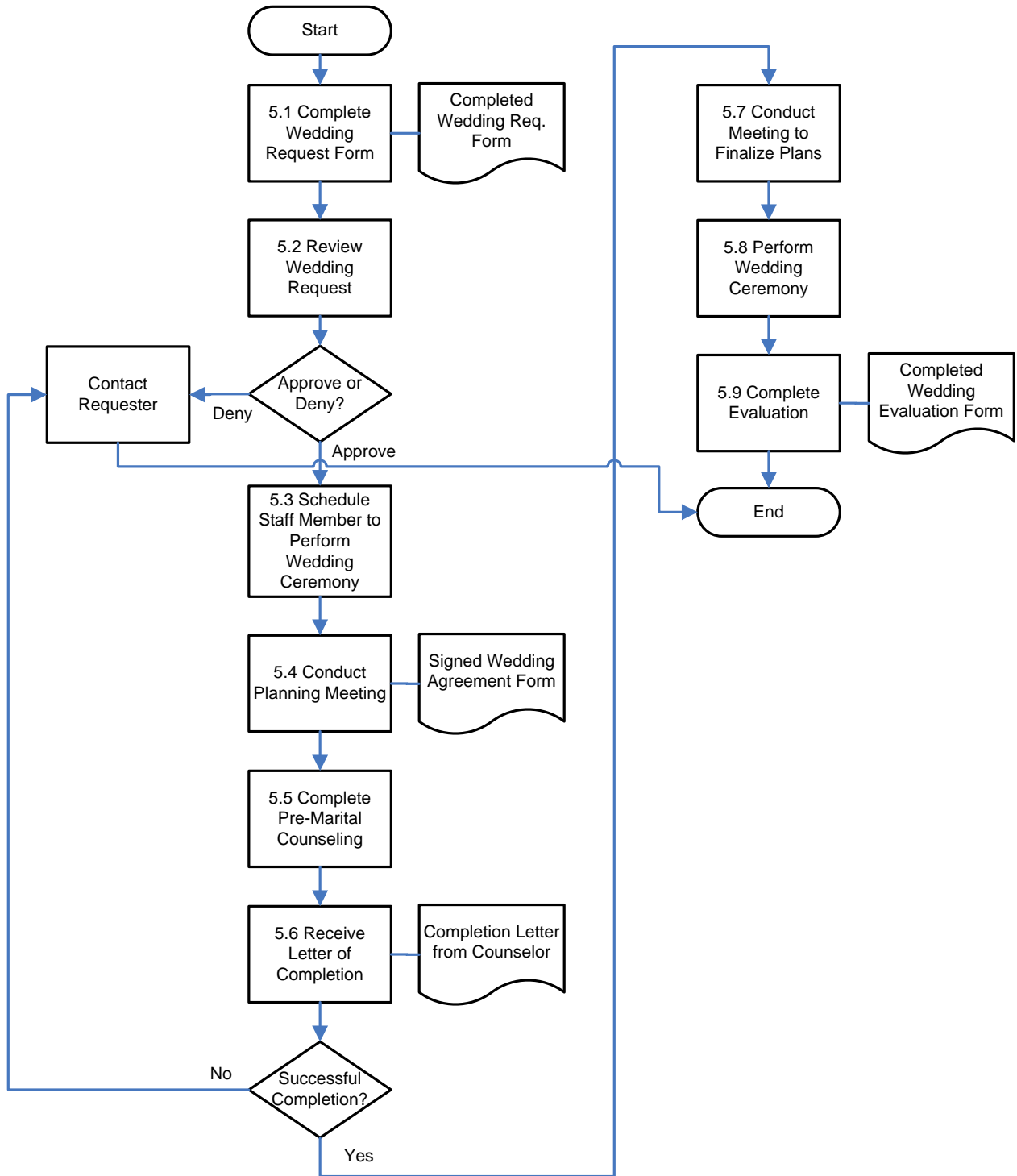
None identified.

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## 5. Procedure



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## **5.1 Complete wedding request form.**

- 5.1.1 Any person requesting to have a member of the CCV ministry staff perform their wedding ceremony is asked to complete a Wedding Request Form.
- 5.1.2 The request form is sent to the Adult Ministries department for review.

## **5.2 Review wedding request.**

- 5.2.1 Upon receipt of a request, the Adult Ministries department conducts a review and if necessary contacts the requester for clarification.
- 5.2.2 The following criteria should be used when determining if the request will be approved or denied:
- At least one party has been attending CCV for 6 months or more.
  - The person who has been attending CCV has been immersed.
- 5.2.3 If the recommendation of Adult Ministries is to deny the request, this decision must be communicated to the Executive Pastor prior to it being communicated to the requester. In some cases (depending on the specific circumstances) it may be necessary to involve the Senior Pastor before denying a request.
- 5.2.4 If the request is denied, the requester is contacted to explain the denial and what, if any, next steps might be needed before another request will be considered.

## **5.3 Schedule staff member to perform wedding ceremony.**

- 5.3.1 Staff members are selected to perform wedding ceremonies based on a rotation schedule maintained by the Adult Ministries department. All ministry staff members, other than the Senior Pastor, will be part of the rotation.
- 5.3.2 If the requester asks to have a certain staff member perform the ceremony, the following steps will be taken:
- Adult Ministries contacts the requested staff member.
  - If the staff member is available and has a desire to perform the ceremony, they are scheduled and the requester is notified.
  - If the staff member is unavailable or otherwise does not desire to perform the ceremony, the staff member in the rotation next will be scheduled to perform the ceremony and the requester is notified.

## **5.4 Conduct planning meeting.**

- 5.4.1 Once a staff member has been scheduled to perform the wedding ceremony, a meeting is setup with the wedding participants and staff member.

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5.4.2 In addition to planning logistics (wedding date, location, etc.), the couple is asked to sign the wedding agreement as part of the planning meeting. By signing the form the couple agrees to the following:

- To pay a fee of \$250 to the ministry staff member performing the ceremony. At the discretion of the ministry staff member, the fee can be waived.
- To complete 6 weeks of pre-marital counseling.
- To remain apart sexually if the couple is living together and/or sexually active.

5.4.3 The Wedding Planning Form (OP7001-F005) should be used as a guide for planning the wedding.

## **5.5 Complete pre-marital counseling.**

5.5.1 Six weeks of pre-marital counseling must be completed at least 2 months prior to the wedding date.

5.5.2 Counseling must be performed by a Christian counselor licensed in the State of Pennsylvania.

## **5.6 Receive letter of completion.**

5.6.1 At the conclusion of the counseling sessions, the counselor is required to send a letter of completion to the staff member performing the ceremony. The letter must be received 45 days prior to the wedding ceremony.

5.6.2 The staff member reviews the completion letter to verify successful completion of counseling.

5.6.3 If the counseling sessions were not successfully completed, the couple is contacted and next steps are identified.

## **5.7 Conduct meeting to finalize plans.**

5.7.1 A few weeks prior to the wedding ceremony, a meeting is conducted to finalize plans.

5.7.2 The next meeting is the wedding rehearsal.

## **5.8 Perform wedding ceremony.**

5.8.1 It is the responsibility of the couple to obtain the marriage license prior to the wedding day. The solemnization pastor will be responsible for sending the signed marriage license to the county in which the ceremony was performed.

5.8.2 On the day of the ceremony the staff member will arrive approximately 45 minutes prior to the service.

5.8.3 After the ceremony is completed and the marriage license is signed, it is at the discretion of the staff member whether or not to participate further in the wedding activities.

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5.8.4 A typical example of a wedding ceremony is outlined in form number OP7001-F006.

## 5.9 Complete evaluation.

- 5.9.1 After the wedding, the couple is sent a wedding evaluation form to complete and return to the ministry staff member.
- 5.9.2 Upon receiving the completed wedding evaluation form, the ministry staff member will review the responses and communicate feedback to the CCV Sr. Staff.
- 5.9.3 The completed wedding evaluation form is then filed for future reference.

## 6. Related Documents

- 6.1 **OP7001-F001 Wedding Policy**
- 6.2 **OP7001-F002 Wedding Request Form**
- 6.3 **OP7001-F003 Wedding Agreement**
- 6.4 **OP7001-F004 Wedding Evaluation**
- 6.5 **OP7001-F005 Wedding Planning Form**
- 6.6 **OP7001-F006 Wedding Ceremony Example**

## 7. Records

Record Identification	Record Owner	Location	Record Media	Retention/Disposition
Wedding Request Form	Adult Ministries	Adult Ministries Files	Hardcopy	5 years/shred
Wedding Agreement	Adult Ministries	Adult Ministries Files	Hardcopy	5 years/shred
Wedding Evaluation	Adult Ministries	Adult Ministries Files	Hardcopy	5 years/shred

## 8. Process Effectiveness Metrics

Metric	Tool/Analysis Method(s)	Reporting	Frequency
Bride and Groom satisfaction	Completed Evaluation Form	N/A	N/A

## 9. Miscellaneous

None identified.

## 10. Attachments

None identified.

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